

Renewal Recipient

Cal Grant

Reference Manual

2000-2001
Academic Year



Grant Services Division
P.O. Box 419027
Rancho Cordova, CA 95741-9027
(916) 526-7590

Please read and retain this manual for future reference. You are responsible for complying with all of the policies and procedures contained within.



In support of the Governor's Executive Order D-10-99, the California Student Aid Commission reminds all Cal Grant recipients that it is illegal and unlawful to pirate computer software and other intellectual property. As such, the Student Aid Commission shall take the necessary controls, deemed appropriate by the State of California, to ensure that State funds are not used to acquire, operate, or maintain computer software in violation of applicable copyright laws.

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POINTS OF CONTACT

COMMUNICATING WITH THE CALIFORNIA STUDENT AID COMMISSION (COMMISSION)

When contacting the Commission, please include your name, social security number, phone number, and address. When mailing information to the Commission, obtain a U.S. Postal Service Certificate of Mailing to verify mailing by the appropriate deadline.

GENERAL AND APPEAL MAILING ADDRESS

California Student Aid Commission
Grant Programs Customer Services Branch
P.O. Box 419027
Rancho Cordova, CA 95741-9027

FORM AND INFORMATION CORRECTION MAILING ADDRESS

California Student Aid Commission
Grant Programs Processing Section
P.O. Box 419028
Rancho Cordova, CA 95741-9028

If you change your permanent mailing address, you must immediately inform the Commission's Grant Programs Customer Service Branch. The Commission is not responsible for mail not received from or by you. Please forward your mail if you are away from your permanent address.

TELEPHONE/FAX

(916) 526-7590; FAX (916) 526-8002
The Commission cannot accept collect calls.

HOURS

Monday, Tuesday, Wednesday and Friday, 8:30 a.m. - 4:55 p.m., Thursday, 9:00 a.m. - 4:55 p.m.

INTERNET ACCESS

<http://www.csac.ca.gov>
E-mail: custsvcs@csac.ca.gov

Your Cal Grant is subject to the conditions outlined in this reference manual, please read it thoroughly. Failure to comply with the conditions set forth in this manual may result in the withdrawal of your grant and a requirement that you repay any grant funds you received. If you have questions not covered by the information presented in this manual, contact the Commission at the address, e-mail, or telephone number indicated on the previous page. Please be informed that information pertaining to students who are eighteen (18) years of age or older, will not be released to parents without the Commission receiving prior written authorization.

USE OF A CAL GRANT

Cal Grant funds may be used only for educational program expenses leading directly to:

- an undergraduate degree,
- a vocational training program objective, or
- the undergraduate course work portion of a professional degree for which no baccalaureate degree is awarded.

Extension and continuing education programs not participating in the Federal financial aid programs are not Cal Grant eligible. Tuition/fee grants may only be used to pay tuition and fees. Subsistence grants may be used for tuition, transportation, books, supplies, and living expenses. Recipients cannot receive payment at two schools for the same or overlapping terms.

ADDITIONAL AWARDS

You must notify the campus financial aid office immediately if you receive awards from other sources. Tuition/fee Cal Grants can only be used to pay the amount of tuition and fees not already covered by any other tuition/fee-only award(s). If your combined awards reduce your estimated need, your Cal Grant award may be reduced or withdrawn.

WITHDRAWN AWARDS

If your Cal Grant award is withdrawn for any reason during the 2000-2001 academic year, the award will not be renewed for the 2001-2002 academic year. You may, however, apply as a **new** applicant for a future award (provided you would not be a senior). To apply as a new applicant, you must file a Free Application for Federal Student Aid (FAFSA) and a Grade Point Average (GPA) Verification Form or test scores by the March 2nd deadline, of the year in which you hope to receive the award. For example, if you are applying for a 2001-2002 Cal Grant, your FAFSA and GPA must be postmarked by March 2, 2001.

LEAVE OF ABSENCE POLICY

Cal Grant recipients who are not enrolled at an eligible school at least half-time must request a leave of absence from the Cal Grant program. If the Commission is not directly notified of your absence from the Cal Grant program, your award will be withdrawn. If your school reports partial or full payment for a term in which you eventually request a leave of absence, your program eligibility for future benefits will be reduced. Your total leave of absence may not exceed more than one academic year, as defined by your school. In exceptional situations, extensions may be granted on an appeal basis only. Leaves may be requested by filing a Grant Record Change Form for Students (G-10). The G-10 can be obtained from your school, the Commission, or by downloading it from the Commission's website at <http://www.csac.ca.gov/pubs/stupubs.html>. You may also ask your school to report a leave of absence on your behalf.

If you enlist or are called to active duty in the U.S. Armed Forces, including the Coast Guard, you may have your Cal Grant deferred for up to five years. Please request this deferment in writing.

LOAN DEFAULT/GRANT REPAYMENT

California law prohibits the payment of Cal Grants to any individual who has either failed to repay a federal or state grant if required, or defaulted on a student loan and has not made satisfactory repayment arrangements. The Commission requires six consecutive and satisfactory monthly payments toward any defaulted student loan to reestablish eligibility. Consecutive means one voluntary payment each month for six months and satisfactory means paying the amount due by the due date. You must continue to make satisfactory payments to maintain eligibility for financial aid. If payments stop, you permanently lose eligibility for further financial aid.

If, at any time after activation, it is determined that you owe a grant refund or are in default on a loan for which you have not made satisfactory repayment arrangements, your Cal Grant will be withdrawn.

CAL GRANT REQUIREMENTS AND ELIGIBILITY

RECIPIENT REQUIREMENTS

Each Cal Grant recipient must:

- be a resident of California,
- be a U.S. citizen, or eligible non-citizen,
- enroll in and attend an eligible California school in 2000-2001 or have a leave of absence approved by the Commission,
- have financial need at an eligible California school,
- maintain no less than half-time enrollment,
- maintain satisfactory academic progress as defined by the school, and
- meet U.S. Selective Service requirements if required to do so.

Each Cal Grant recipient must not:

- be in default on a student loan or owe a grant repayment, or
- have a bachelor's or higher degree (e.g. M.A.) or the equivalent.

Additionally, if your school reports that you failed to maintain satisfactory academic progress (as defined by your school), your award will be suspended. If you do not clear your academic status within three consecutive semesters or four consecutive academic quarters, your Cal Grant will be withdrawn.

DETERMINATION OF ELIGIBILITY

Your school determines your eligibility for a renewed Cal Grant award. Make sure your school receives all of the information required to determine your eligibility. You must be sure that the Commission is aware of your school of attendance for the 2000-2001 academic year and that your school is aware of your potential 2000-2001 Cal Grant eligibility.

PROGRAM ELIGIBILITY

As a Cal Grant recipient, you can receive no more than four years of full-time grant payments. The total amount of time you can receive payment is called your program eligibility. Program eligibility and the actual number of academic terms that you may receive payment is based on your grade level (year in college such as sophomore or freshman) at the time you received your first Cal Grant award payment. Thus, if you were first paid as a second or third year student, you will not receive a full four years of payment. Each term for which the Commission records payment, your program eligibility is reduced. Regardless of your amount of program eligibility, you must meet all other financial, academic, and program requirements.

The two exceptions to the four-year limitation are explained in the following sections.

FIFTH YEAR BENEFITS

Cal Grant recipients who are enrolled in a mandatory five-year undergraduate program, (such as architecture, engineering, etc.) which requires all participants to complete more than four years of undergraduate study, may request an additional year of payment. In order to receive these benefits you must submit a Request for Cal Grant Fifth Year Benefits Form (G-42). The G-42 is available from your campus financial aid office or the Commission. Additionally, you must file a FAFSA listing your school as a recipient of the information. In the event your request is approved, this will enable your school to determine your grant renewal eligibility.

TEACHING CREDENTIALING PROGRAM

Renewal recipients who have received a bachelor's degree and plan to enroll in a teacher preparation program, at an institution approved by the California Commission on Teacher Credentialing, can receive one extra academic year of Cal Grant payment.

This benefit may be requested by submitting a Request for Cal Grant Teaching Credential Program Benefits Form, which is available from your school's financial aid office or the Commission. Additionally, you must enroll in an approved teaching credential program within 15 months of receiving a Bachelor's degree or exhausting regular Cal Grant benefits. Payment of your grant is subject to your school's verification that you are enrolled in an approved credential program.

Additional financial aid is available for students pursuing teaching careers through the Assumption Program of Loans for Education. For further information, call (916) 526-8250. **If you have applied for and/or received your preliminary teaching credential, you are not eligible to apply.**

PAYMENT OF AWARDS

Your Cal Grant award amount is subject to revision based on the information you provided on your FAFSA. Specifically, the award amounts vary based on financial need, education level, school cost, maximum authorized award levels, and the availability of state funds. Payment advances are made to the school to be disbursed to eligible students. The amount you receive will not cover all of your college expenses. Community college fees are not paid.

Cal Grant award amounts are based on full-time attendance for one academic year. If enrolled less than full-time, the award may be reduced. Awards at year-round schools are paid over 11 or 12 months.

The renewal Cal Grant A tuition award amounts for 1999-2000 varied from \$100 to \$9,420 at independent colleges and universities, \$100 to \$3,429 at the University of California, and \$100 to \$1,428 at the California State University.

Renewal Cal Grant B subsistence awards ranged from \$700 to \$1,410 (maximum). If applicable, Cal Grant B tuition/fee awards are the same as those for Cal Grant A. Cal Grant B award amounts quoted by your school may be a combination of a subsistence award and a tuition/fee award.

Renewal Cal Grant C awards pay up to \$2,360 for tuition and fees and up to \$530 for tools, books, and supplies. Cal Grant C awards at Community Colleges pay only up to \$530 for tools, books, and supplies.

PAYMENTS FOR SUMMER ATTENDANCE

If you plan to enroll in non-mandatory summer courses for the Summer of 2001 and wish to receive Cal Grant funds you must notify the Commission's Grant Services Division in writing, no later than May 30, 2001. (Notification is necessary to expedite a payment transaction on your behalf). Include your name, address, social security number, number of units, and the name of the school you plan to attend.

Summer Cal Grant payment amounts are based on the regular school year grant and may not meet all summer tuition/fee charges. Summer payments will reduce your total program eligibility for Cal Grant benefits. You must be enrolled at least half time to be eligible for summer payment.

If you cannot attend a required mandatory summer term, you or your school must request a leave of absence; otherwise, your grant will be withdrawn.

SCHOOL CHANGES/OTHER CORRECTIONS

- 1. School change:** You must notify the Commission immediately, in writing, or on the Recipient Change Form if you do not attend the school listed on your renewal letter. Be sure to include the effective date of the school change. The new school must be eligible to participate in the Cal Grant program. Contact your financial aid office or the FAFSA processor at 1-800-433-3243 for instructions on forwarding FAFSA information to your new school.

NOTE: Your financial need will be reevaluated if you change your school choice or residence plans. If your expenses are reduced because of a change, your grant may be withdrawn. When notifying the Commission of a school change, please state the effective date. *Under no circumstances can payment be made to two schools for the same or overlapping terms.*

2. **Name or address change:** You must notify the Commission immediately if you change your name or address, or if your name or address is different from the one reflected on your renewal letter or on other Commission correspondence you receive.
3. **Social security number:** If the social security number printed on your letter is not correct, you must submit a Recipient Change Form and a copy of your social security card so corrections can be made to the Commission's database records.
4. **Less than half-time:** If your enrollment falls below half-time at any time, you must inform the Commission immediately. Refer to the Leave of Absence section at the beginning of this manual.
5. **Withdrawal:** If you wish to decline a Cal Grant, use the Recipient Change Form. Your withdrawal will discontinue your eligibility beginning with the current year and is irrevocable. Declining a Cal Grant will not affect your eligibility to compete for future awards as a new applicant. Contact the Commission if you have any questions on declining your award.

Failure to promptly notify the Commission of any changes or corrections may result in your award being withdrawn.

RENEWAL OF CAL GRANT AWARDS

Near the end of each school year, a Cal Grant Renewal letter, indicating your eligibility to renew your award or announcing the end of your eligibility, will be sent to you. Persons renewing a Cal Grant award do not have to meet the income and asset ceilings used to select new recipients. Renewal recipients must show financial need of at least \$100 for the renewal year and do not have to submit another GPA to the Commission. To be eligible for a renewed award, all 2000-2001 terms must be accounted for, either by having received payment or requesting a leave of absence. If you do not meet this requirement by September 30, 2001, your Cal Grant will be withdrawn.

To renew your award for the 2001-2002 school year, you must continuously maintain your current eligibility through the entire 2000-2001 year and file a 2001-2002 FAFSA.

CAL GRANT APPEAL PROCESS

If your grant is withdrawn or you wish to dispute your grant status, you may file an appeal with the Commission. Upon **written request**, the Commission will perform a thorough review of your appeal and provide a written response of the outcome. All requests for appeals must be submitted in writing and submitted to the Commission prior to any deadline indicated in the correspondence you received. Response to your appeal may take up to 8 weeks from the date of receipt.

Appeals regarding any changes to your financial situation should be submitted to your school. Possible corrections might include using 2000 parental income projections or 1999 income or asset revisions. Such revisions may affect your eligibility for federal or institutional aid. If appropriate, your campus financial aid office can report full or partial payment of your grant to the Commission.

Cal Grant status appeals should be mailed to the “appeals” address provided at the beginning of the manual. A school, using the Recipient Change Form must report financial changes. The Commission will not consider any financial change requests received directly from a student.

Additional copies of this publication may be obtained by contacting the Commission at (916) 526-7985.

